

# **THE YOUTH OPPORTUNITY CENTER OFFERS ACADEMIC AND JOB-READINESS SKILLS WORKSHOPS**

**LEARN SKILLS TO ACHIEVE PERSONAL AND CAREER GOALS!**

## **YOUTH MAY PARTICIPATE IN THE FOLLOWING WORKSHOPS:**

- **Connecting to the Workplace I, II and III**
- **Workplace Ethics and Behavior**
- **Completing a Job Application**
- **Drafting a Resume and Cover Letter**
- **Interviewing Techniques and Appropriate Interview Attire**
- **Financial Literacy and Money Management**
- **Understanding the Connection between Education and Career**
- **Improving Your Study Skills**

***All workshops will be held at the Youth Opportunity Center.  
See reverse side for workshop descriptions and schedule.***

**For more information or to sign up to attend any of the above workshops, visit  
or call the Youth Opportunity Center at:**

**350 Long Beach Boulevard  
Long Beach, CA 90802  
(Corner of 4th Street and Long Beach Boulevard)  
(562) 570-4700**

**Greater Long Beach  
Workforce Development System**

**Career Transition Center • Youth Opportunity Center  
Department of Community Development  
City of Long Beach  
(562)570-4700 • (800)292-7200  
[www.longbeachworkforce.org](http://www.longbeachworkforce.org)**